United Nations ST/IC/2010/19/Rev.1

Secretariat

29 September 2015

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Human Resources Handbook**

1. The Human Resources Handbook provides managers, administrators and staff with access to up-to-date information on human resources-related regulations, rules and policies.

2. The electronic version of the Handbook allows for easy updating and maintenance. The official documents contained therein, such as administrative issuances and information circulars, can be downloaded and are also available on the Official Document System.

Access

3. The Handbook is a feature of the new human resources portal, a website that provides comprehensive information on a wide range of human resources topics in one location.

4. The Office of Information and Communications Technology continues to provide access to the Handbook for users with a connection to iSeek. Users can select either the English or the French version from the first page of the Handbook website.

5. The Handbook is available on iSeek through:

(a) The Toolkit menu, under "Rules and regulations", by selecting "HR Handbook";

(b) The Toolkit menu, under "Key tools", by selecting "HR Portal" and then "HR Handbook".

6. The Handbook may also be accessed at https://hr.un.org/handbook. Some of its features, such as hyperlinks to forms and other documents posted on internal sites, are available only if the user is connected to iSeek.

Updates

7. While navigation of the Handbook is self-explanatory, the news page of the human resources portal provides periodic updates on newly posted data, under "What's new in the HR Handbook".

* The present circular supersedes ST/IC/2010/19 and is in effect until further notice.

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